

## **OGS Food Distribution**

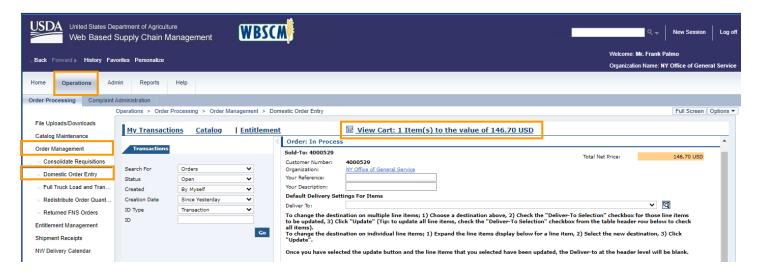
USDA Foods Ordering
How to Remove Items the Cart in WBSCM

## **Overview**

This guide will show you how to remove an item from your cart, while placing a USDA Foods order through the Web Based Supply Chain Management (WBSCM) website. **This cannot be done once an order has been placed**, only when building your order.

## Step 1:

Log into WBSCM > Click on Operations > Order Management > Domestic Order Entry > Click on View Cart at the top.



## Step 2:

Locate the item you would like to remove from your order > Click the check box in the Trash can column on the row



If you have any questions, please reach out to OGS Food Distribution at OGSDonatedFoods@OGS.ny.gov.